


Finale Exercise 1: Notes and Lyrics

Ma - ry had a lit - tle lamb, lit - tle lamb, lit - tle lamb.



Ma - ry had a lit - tle lamb. Its fleece was white as snow.

1. Click on "Default Document" when Finale 2009 starts up, or select "Default Document" from "File →New" menu.
2. Click on "Simple Entry Tool" () eighth-note icon)
3. Using numeric keypad on right side of computer keyboard, type the following characters. When you first click on the staff and the cursor has a note higher than a 4th above the starting note (E4), press shift-down-arrow before typing the first note letter.


quarter-note duration

5e d c d e e e tab d d d tab e g 6g half-note duration

5e d c d e e e e d d e d 7c

- Press *control-z* (or *⌘-z* on an Apple computer) to undo any mistakes you make. Also try the backspace key to make corrections when entering notes
4. Click on "Selection Tool" () or "Mass Edit Tool" () in older versions of Finale, then click on first measure after last note, and shift-click on last measure. Then press delete key to get rid of extra measures.

Entering Lyrics:

5. Click on "Lyrics Tool" () , then click on first note.
6. Type lyrics as seen. Typing a dash (or space) will move the cursor to the next note/rest.
 - Press an extra space to skip over rests.
 - Backspace key to make corrections

7. *Creating a manual line break.* Finale crowds five measures onto the first line and spreads out three measures onto the second line in Page View at the default staff size. To move the fifth measure to the second line, click on the “Selection Tool” (or “Mass Edit Tool” in older versions of Finale) to highlight the measure. Then press the down-arrow key to move the measure to the next line.